

Guide and / or I.M. Revision Notice

To: Cities, Counties, and Consultants

Date: February 13, 2018

From: Office of Local Systems

Revision Notice Number: 2018_01

The Federal-aid Project Development Guide (Guide) and / or Instructional Memorandums to Local Public Agencies (I.M.s) have been revised as indicated below. This revision notice identifies all new or revised documents and includes a summary of the significant changes. Where appropriate, it also references the existing Project Development Information Packet (Packet) or County Engineers I.M. documents that have been replaced or superseded.

The Iowa DOT does not provide paper copies of the Guide or I.M.s. Since these documents are updated frequently, we recommend using the on-line version of the [Guide and I.M.s](#) for reference.

If you have any questions concerning these revisions, please contact Nicole Fox nicole.fox@iowadot.us or 515-239-1506.

***** PLEASE NOTIFY ALL AFFECTED PERSONNEL OF THIS CHANGE *****

Document Title or I.M Number	Summary of Significant Revision(s)
I.M. Table of Contents February 13, 2018	The I.M. Table of Contents has been revised to reflect new or revised I.M.s, as indicated below.
I.M. 1.120 References to the Iowa Code February 13, 2018	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Additional relevant Iowa Code sections were added. • Links to the Iowa Code sections were added.
I.M. 3.005 Project Submittal Dates and Information February 13, 2018	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • The table with submittal dates has been removed from the I.M. and added to the Attachments.
I.M. 3.005, Att. A. Submittal Dates for Non- Federal-aid Local Public Agency projects let by the Iowa DOT February 13, 2018	This is a new Attachment to this I.M. The additional submittal dates have been added for the Federal-aid Swap.
I.M. 3.005, Att. B Submittal Dates for Federal- aid Local Public Agency and projects involving the Primary Highway System February 13, 2018	This is a new Attachment to this I.M. The table of dates was previously in the body of the I.M.
I.M. 3.111 Threatened and Endangered Species February 13, 2018	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • For Swap projects, and other non-Federal-aid projects, Section 10 of the Endangered Species Act applies. This does not allow the Iowa DOT to consult; therefore, a LPA must consult with USFWS on their own, if the project is affecting a Threatened or Endangered Species. However, the Iowa DOT can assist at the LPA's request. For Federal-aid Process, Section 7 of the Endangered Species Act applies. This allows the Iowa DOT to consult with USFWS, on behalf of the LPA.

<p>I.M. 3.111, Att. A Section 10 Process Flowchart for Non-Federal-aid Projects February 13, 2018</p>	<p>This is a new Attachment to this I.M.</p>
<p>I.M. 3.111, Att. B Section 7 Process Flowchart for Federal-aid Projects February 13, 2018</p>	<p>This is a new Attachment to this I.M. This Attachment was previously Attachment A to this I.M.</p>
<p>I.M. 3.111, Att. C Avoidance and Minimization Measures for Threatened and Endangered Bats February 13, 2018</p>	<p>This is a new Attachment to this I.M.</p>
<p>I.M. 3.114 Cultural Resource Regulations February 13, 2018</p>	<p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • Added the process for Swap projects. • Clarified some language per comments from Office of State Archaeologist (OSA). • Adding the Cultural Resources Assessment (CRA) form.
<p>I.M. 3.114, Att. A Cultural Resource Process Flowchart for Swap Projects February 13, 2018</p>	<p>This is a new Attachment to this I.M.</p> <ul style="list-style-type: none"> • If the project does not involve ground disturbance, then the LPA needs to work with a Historic Preservation Commission or Professional Historian to fill out the new CRA form, looking for historic bridges, districts, structures, sites, etc. • If the project does involve ground disturbance, then the LPA needs to work with a Secretary of Interior (SOI) Qualified Person to do a “desktop review”, which may or may not recommend further action, like a Phase 1.
<p>I.M. 3.114, Att. B Cultural Resource Process Flowchart for Federal-aid Projects February 13, 2018</p>	<p>This is a new Attachment to this I.M. This Attachment was previously Attachment A to this I.M.</p>
<p>I.M. 3.130 404 Permit Process February 13, 2018</p>	<p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • The U.S. Army Corps of Engineers is encouraging LPAs to use the Nationwide Permits without sending a Pre-Construction Notice (PCN) to the Corps, if the project does not impact any special aquatic sites (i.e. wetlands, riffle-pool complexes, etc) and places less than 0.1 acres of fill into a Water of the U.S. However, the Corps will require the LPA to do a wetlands delineation in order to automatically authorize a project under a Nationwide Permit (usually NWP 3, 13 or 14). • The Corps is strongly recommending a wetlands delineation when submitting a PCN. • If a PCN is required, submit the DOE form (Form 760005) with the Joint Application. Also submit any documentation found as part of the Cultural Resource Review.

<p>I.M. 3.130, Att. A 404 Permit Determination Process Flowchart February 13, 2018</p>	<p>The Attachment to this I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • The Corps is strongly recommending a wetlands delineation when submitting a PCN. • The Corps is recommending use of the NWP's when applicable.
<p>I.M. 3.130, Att. B 404 Permit Checklist February 13, 2018</p>	<p>The Attachment to this I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • Removing information that is repetitive.
<p>I.M. 3.305, Att. B Requirements for Federal-aid Consultant Contracts February 13, 2018</p>	<p>The Attachment to this I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • The steps for the Required Contract Provisions were reordered to match the Sample Consultant Contract (Attachment D to this I.M.).
<p>I.M. 3.805 Construction Inspection February 13, 2018</p>	<p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • Updated to reflect changes to Specification references, and Doc Express.
<p>I.M. 3.805, Att. D Local Public Agency Construction Contract Administration Guide February 13, 2018</p>	<p>The Attachment to this I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • Updated to reflect changes to the Construction Manual.
<p>I.M. 3.805, Att. F Doc Express Instructions for Local Public Agencies February 13, 2018</p>	<p>This is a new Attachment to this I.M. This information was previously found in the Doc Express Instructions.</p>